

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 080

Department: Administration

Division (if applicable): Budget

Appointing authority: Jeff Mohlenkamp

Agency contact (name, phone and e-mail): Jim Rodriguez, 684-0211, rodriguez@admin.nv.gov

1. Reason/purpose for requested change:
 - To adapt to changes in technologies, provide added efficiency and improve work flow for expenditure transactions and contracts processing, and eliminate duplicate submissions.
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).
 - See attached document with proposed changes.
3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

SAM 0220:

 - Enhance efficiencies and improved workflow by allowing authorization of expenditures without routing hardcopy documents.

SAM 0504:

 - Enhance efficiencies and improved workflow by allowing authorization of expenditures without routing hardcopy documents.

SAM 1414:

 - Eliminates an antiquated reference to SAM 0512.
 - Eliminates duplicate submittals.

SAM 1626:

 - Clarifies that approval from the Enterprise Information Technology Services Division be obtain through the use of the Nevada Executive Budget System (NEBS), Contract Entry and Tracking System (CETS) Module.

SAM 2517:

 - Clarifies that approval from a department director be obtained through the use of NEBS, Bill Draft Request Module.

SAM 2616:

 - Supports approving authority via facsimile or scanned documentation.
 - Enhance efficiency and improve workflow by allowing authorization of expenditures without routing hardcopy documents.

4. Will recommended change have a fiscal impact (if yes, explain):
 - May further an effort to eliminate late charges by routing invoices electronically to receive authorization to pay; reduction in delays.
5. Proposed effective date:
 - Upon BOE approval

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0220 Filing Travel Claims

All claims for travel reimbursement to an individual should be filed on a TE "Travel Expense Reimbursement Claim" form. All relevant areas of the TE form must be completed including the start and end times, destination, purpose of trip, and original signatures. The claimant should sign attesting to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims should be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature any travel voucher made out in his own name unless he is the head of the agency. *TE's with must be retained by the travelers agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616.*

0504 Insurance and Self-Insurance

1. Property Insurance - This program combines self-funding and commercial insurance to provide blanket coverage on all State-owned buildings and contents; the contents of leased buildings for all physical loss or damage except as specifically excluded by the commercial property insurance policy; and contractor's and mobile equipment. Property losses are subject to a \$1,500 per occurrence deductible. The Risk Manager may increase the deductible at a specific location, with due notice to the agency, if an agency fails to implement loss prevention recommendations made by the commercial insurer, in a timely manner, that would prevent or minimize a loss. A \$100 deductible is applicable to the Governor's Mansion. Contractor's and mobile equipment losses are subject to a \$5,000 per occurrence deductible. Agencies must report all changes related to their properties, property values and locations to the Risk Management Division within 60 days of a move, completion of remodeling or construction projects, purchase of or a move to a new leased location. The State Public Works Board shall notify Risk Management of all new construction projects at the beginning of the project and when they are completed or substantially completed and occupied. Building Plans must be submitted by SPWB to the State's Property insurer for review in regard to the fire protection system and earthquake protection, prior to initiation of the construction project. Agency Heads are responsible to submit building plans to Risk Management for review by the State's property insurer when lease purchase construction projects are initiated. , Facility Audit Reports from SPWB Agencies are responsible to review assigned building contents values at all locations during the biennial budget preparation process and to report changes or requests for appraisals to Risk Management prior to September 1 of each even numbered year. Changes in properties covered or property values, except for new construction/purchases, that are not reported to the Risk Management Division within 60 days will not qualify for adjustments to agency budgeted costs for property insurance for the applicable budget cycle.

When reporting property information the following must be included:

- Budget account number;
- Department/division name;
- Building name, if applicable;
- Occupancy type (office, warehouse, dwelling, etc.);

- Street address or mile marker;
- City, zip code and contact phone number.

New construction and remodeling projects not handled by the State Public Works Board must be reported to Risk Management by the affected agency including square footage of occupied space, upon completion of the project.

Property Claims

- A. **Reporting Losses:** Agencies must immediately report all losses and take prompt action to protect the property from further damage or loss. In the event of a loss estimated to exceed \$25,000, agencies must contact Risk Management within 48 hours. Risk Management will contact the State's property insurer, who will dispatch a claims adjuster to the scene. Damaged property must be retained and all evidence related to the loss preserved until inspected by an adjuster. Property losses must be reported using the Property Loss/Damage Report form available at <http://risk.state.nv.us> under the property link; if the loss involves vandalism, theft, or other criminal activity, a copy of the police crime report must also be forwarded to Risk Management. Losses reported later than 90 days from the date of loss may not be covered. Losses that result from mysterious disappearance (no signs of forced entry or losses found during inventory) or resulting from known risks that have not been corrected may not be covered. Contested claims compensability determinations can be referred to the Risk Manager for review. The decision of the Risk Manager will be final and binding.
- B. **Making Repairs:** Agencies are responsible to affect the repair or replacement process by contacting the appropriate parties as soon as possible. These contacts might include Buildings & Grounds Division maintenance staff, State Purchasing Division, State Public Works Board, State Budget Office or outside contractors or vendors (following Purchasing and State Public Works Board requirements). Construction to repair or replace a major structural loss (in excess of \$100,000) must be initiated within two years from the date of loss unless a written waiver is obtained from the Risk Manager.
- C. **Paying for a Loss:** Agencies are responsible for a \$1,500 per occurrence deductible or an alternate deductible identified by the Risk Manager. Risk Management will pay the lesser amount of the repair or replacement, excluding any betterment and subject to the exclusions contained in the commercial excess property insurance policy.
 1. When an agency pays for the entire loss out of its budget, Risk Management will reimburse it, less the deductible, after receiving proof of repair/replacement and evidence that the invoices have been paid by the agency (e.g. copies of competitive bids, copies of paid invoices, Vouchers Payable and "3.0" Report, or canceled check).
 2. Risk Management can directly pay a repair/replacement vendor. In order to do this, it is necessary that Risk Management be forwarded a copy of related contracts or the original invoice and copies of all estimates, written documentation from the agency that the work has been completed in an acceptable fashion and the agency has paid Risk Management the appropriate deductible. However, it is the responsibility of the

- agency to complete all necessary paperwork required to affect the repair or replacement of the damaged or destroyed items. This would include any contracts, purchase requisitions, etc. Risk Management can be identified as the contracting agency if the contract is reviewed and approved by the Risk Manager. In the case of purchase requisitions, agencies should complete the form, except for the budget coding sections and the authorization signature and forward to Risk Management for completion. *The form must be retained by the requesting agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616.*
3. Repairs or replacement for significant structural property losses (exceeding \$25,000) must be coordinated with the Risk Management Division and the State Public Works Board, unless a specific waiver is approved by the Risk Manager.
- D. Employee Personal Property Loss: State employees' personal property kept or maintained on State property will be considered to be "at their own risk" and to be covered by their own personal insurance.
2. Fine Arts/Exhibit Coverage - **Coverage for Fine Arts/Museum exhibits are provided for under the State's Commercial property and contents insurance policy and self funded program up to a sub-limit of \$10 Million, subject to certain exclusions. In order for the Institution (agency) to obtain coverage for that specialized property, agencies should provide an inventory of items and loan agreement with agreed values (if applicable) for the covered exhibit(s).**

Claims filed under the commercial policy are subject to a policy deductible of \$25,000. Agencies are responsible for a \$1,500 deductible per occurrence. All losses should be reported to Risk Management as soon as possible, but not more than 90 days from the date of the loss. Reports of losses received beyond 90 days from the date of loss will not be covered. Mysterious disappearance losses (no sign of forced entry) or losses discovered during inventory may not be covered. When a loss involves vandalism, theft, or other criminal activity, a copy of the police crime report must also be forwarded to Risk Management.

For those pieces with a covered value greater than \$25,000, the agency must keep the item until the outside insurance adjuster or other designated representative from Risk Management has had an opportunity to inspect it. All items that are not able to be repaired become property of the insurance company or State Risk Management. Items paid under the State's self-insured property program must be delivered to Risk Management and will be destroyed to prevent any future resale after full payment for the item is made to the Artist and/or Agency.

3. Boiler and Machinery - Provides blanket coverage for damage to boilers, pressure vessels, etc. at State-owned locations. Agencies are responsible for a \$10,000 deductible. All losses must be reported to Risk Management immediately (within 48 hours) and all damaged equipment must be kept until Risk Management or its designee has had an opportunity to inspect it.
4. Computer Insurance - Coverage for computer loss exposures is provided for under the property and contents insurance policy. Agencies are responsible for a \$2,500 deductible per

occurrence. All losses should be reported to Risk Management as soon as possible, but not more than 90 days from the date of the loss. Reports of losses received beyond 90 days from the date of loss will not be covered. Mysterious disappearance losses (no sign of forced entry) or losses discovered during inventory may not be covered. When a loss involves vandalism, theft, or other criminal activity, a copy of the police crime report must also be forwarded to Risk Management. If an agency experiences repeated or multiple losses due to inadequate security or protection of equipment, deductibles may be adjusted or claims denied with due notice. All damaged equipment must be kept until the insurance company adjuster has had an opportunity to inspect it.

5. Commercial Crime Insurance - A Public Employees' Blanket Bond provides \$6,000,000 coverage, subject to a \$250,000 agency deductible for loss caused by any fraudulent or dishonest act committed by an employee acting alone or with others. The policy covers all employees except: those required by statute to furnish an individual bond; and employees of the Nevada System of Higher Education. Coverage for specific employees is automatically terminated upon discovery of their involvement in any dishonest act during current or prior employment, or having been canceled under a prior bond. Potential claims must be reported to the Risk Manager as soon as possible so that reimbursement may be sought from the insurer.

Claims Procedures: Due to the sensitivity of an alleged employee dishonesty claim, the Risk Manager must immediately be notified of any potential claim. The Risk Manager will coordinate with the Attorney General's Office prior to filing a claim for losses with the insurance company.

6. Aircraft Liability and Hull Insurance - Provides liability coverage on owned and non-owned aircraft, and physical damage coverage on fixed wing aircraft on scheduled craft, subject to various deductibles.

7. Watercraft - Liability protection for all State-owned watercraft is provided through the Attorney General's Office, as part of the self-funded tort claims liability program. There is no separate premium charge for this coverage. Liability claims relating to watercraft should be reported to the Attorney General's Office. Watercraft, related trailers and equipment may be covered for physical damage, subject to a \$1,500 per occurrence deductible. This physical damage hull coverage, which is self-funded through the Risk Management Division, is optional and must be elected by any agency desiring coverage. Agencies should contact Risk Management to place this coverage.

8. Workers' Compensation - Pays compensation, medical and other benefits for job related injuries and illnesses subject to the requirements of [NRS 616](#) and [617](#). Please refer also to SAM Section 0524.

9. Automobile Physical Damage - The State of Nevada self-funds its automobile physical damage exposures - there is no insurance company involved. As such, it is very important that agencies do as much as possible to minimize the cost of this program. The Risk Management Division will provide assistance and guidance, upon request, to agencies to help minimize costs and secure timely repairs to damaged vehicles. Outstanding claims will be reviewed every 30 to 60 days and followed-up as necessary. Agencies are billed for this coverage at the beginning of

the fiscal year and again (for any changes which may have occurred throughout the year) before the end of the fiscal year.

- A. Which Vehicles are Covered? - Coverage for State-owned automobile physical damage (i.e. comprehensive and collision losses) is not required, but is offered as an option. Agencies must elect this coverage if they want their vehicles insured under this program. Certain vehicles, which are being commercially leased, on a long-term basis, may also be eligible for coverage under this program. Only vehicles for which this option has been elected will have their claims paid. Agencies not electing this coverage will be responsible for the entire amount of any loss to their vehicle. All State owned motor vehicles must be covered for automobile liability via the self-funded auto liability program, administered through the Attorney General's Office.
- B. How to Add or Delete a Vehicle - Upon acquisition of a new vehicle, agencies have 31 calendar days during which time physical damage coverage will be automatically in force. Should a claim be filed on such a vehicle, the claim (subject to applicable deductibles) will be paid by Risk Management and premium for self-funded physical damage insurance will be assessed retroactively back to the date of acquisition. When agencies turn in vehicles to State Purchasing, insurance coverage will not be dropped until such time as the vehicle has been sold or until it has been reassigned to another State agency. Claims filed on newly acquired vehicles, which have not been added to the insured vehicle schedule after 31 days, will not be paid by Risk Management and will be returned to the agency for their handling.

Agencies should send all changes (additions, deletions, coverage changes) for physical damage coverage and liability coverage to the Attorney General's Office, Tort Claim Unit (tel.: 775-684-1263). Premium is assessed based on the date of acquisition. Even though the Risk Management Division administers the self-funded physical damage program, the Attorney General's Office maintains the master data base on the self-funded automobile fleet. Changes should be reported in writing and should include:

1. Year of the vehicle
2. Make of the vehicle
3. Model of the vehicle
4. Vehicle ID Number (VIN)
5. License Plate Number
6. Agency Name
7. Agency Budget Account Number
8. Type of change requested (e.g., add, delete, other changes)
9. Effective date of the change
10. Name and Telephone Number of Contact Person

- C. Deductibles - Insured vehicles claims, other than Nevada Highway Patrol, are subject to a \$300 deductible for collision and comprehensive losses. Insured vehicles with the Nevada Highway Patrol are subject to a \$500 deductible, effective January 1, 2002. Deductibles will be waived or reimbursed if another party caused the damage and Risk Management recovers the total amount of the loss. Alternate deductibles may be established, with due notice, at the discretion of the Risk Manager to promote loss prevention.
- D. Exclusions - Claims will be denied if investigation reveals that the vehicle was not being used in the course and scope of employment or if the employee does not possess a current valid driver's license or the employee was under the influence of alcohol, illegal drugs or prescription drugs with driving restrictions at the time of an accident, or the employee violates provisions within Nevada statutory or state administrative codes and the agency does not have or enforce adequate internal controls and procedures to prevent this type of activity. The Risk Manager will have the discretion to waive this exclusion if exceptional circumstances are presented. If a decision is made to cover the physical damage costs under these circumstances, the Risk Manager will seek reimbursement from the employee.
- E. Reporting Procedures - Agencies must report any physical damage to covered vehicles that exceeds deductible amounts to the Risk Management Office as soon as possible, but not later than 90 days from the date of damage. Reports must be made utilizing the Vehicle Accident Form (Form RSK-001-available on our website), filled out as completely as possible and accompanied by three repair estimates. It is the responsibility of the agency to secure and forward to the Risk Management Office all police reports that relate to a claim. Claims involving another party, which could possibly result in a claim against the State, must also be reported to the Tort Claims Administrator in the Attorney General's Office.
- F. Glass Repairs - If the damage is such that a repair, rather than replacement, will take care of the damaged glass, agencies are encouraged to make the repair. These repairs usually cost between \$30 and \$50 and are 100% reimbursable. Multiple estimates are not required for glass repairs and the usual \$300 comprehensive deductible is waived.
- G. Glass Replacement - The State of Nevada has agreements with several preferred vendors in various regions across the State. These agreements are intended to provide the State with consistently competitive pricing and reduce the administrative burden on State agencies. Agencies utilizing these vendors will not be required to obtain competitive bids for automobile glass replacement. For information regarding the participating vendors and other details of this program, please contact Risk Management. Agencies unable or unwilling to utilize preferred glass replacement vendors must obtain three (3) estimates for vehicle glass replacement and have the glass replaced for the lowest available cost.

Exceptions to this rule may be made on a case-by-case basis in rural areas where there are not three available vendors. Because of the nature of glass replacement claims, agencies may obtain telephone estimates for windshield and other vehicle

glass replacements. However, these estimates should still be documented for the file. Reimbursement of claims not utilizing contracted vendors must be made using a Windshield/Glass Loss Report Form RSK-001W, which also helps to document telephone estimates. These forms are available from Risk Management.

- H. Number of Bids Collision Damage - When a State vehicle has been damaged in a collision, it is the responsibility of the owner-agency to secure three (3) estimates for the repair of the vehicle, unless a waiver is received from the Risk Manager due to unique circumstances including but not limited to remote rural locations or specialty work. The repair must be made using the lowest responsible bid. Reimbursements will be made based on the low bid, when applicable and cannot include State of Nevada sales tax. Agencies doing their own repairs will be reimbursed for parts only, subject to the applicable deductible amount. In cases where contracts are required for repair work pursuant to State Purchasing guidelines and requirements, and the affected agency does not have sufficient funds to execute a contract for the repairs, Risk Management may advance the funds for the loss, less the appropriate deductible, to the agency. Any unused funds that were advanced to an agency must be returned to Risk Management as soon as possible.
- I. Another Party is Liable for the Damage - If the vehicle is insured by the State for loss against physical damage, Risk Management is available to assist agencies with recovering from the at-fault third party. When another party is responsible for the damage to a State vehicle, Risk Management will work with the involved agency and deal directly with the at-fault third party/his insurer for the repair of the damaged vehicle. In these situations the requirement to obtain three (3) estimates for repair of the vehicle may be waived. Risk Management would pay the loss and would then pursue recovery from the adverse party. If Risk Management makes full recovery from the adverse party, the agency would be reimbursed any deductible it may have paid. For claims that do not exceed the agency's deductible, the agency will work directly with the third party/his insurer for the repair and/or recoveries of monies spent for the repairs to the damaged State vehicle. In cases where the damage is being taken care of directly by the other party's insurer, without going through Risk Management, agencies must still provide an informational summary, including an accident report and repair costs, of the loss to Risk Management.
- J. Payment to Vendors/Reimbursements to Agencies –
 - 1. If the agency pays for the entire loss out of its budget, reimbursement of expenses will be made by Risk Management directly to the agency, less the deductible, after receiving proof of repair/replacement, copies of the three (3) estimates, and evidence that the invoices have been paid by the agency (e.g. copy of paid invoices, Vouchers Payable, and "3.0" Report, or canceled check). Agencies doing their own repairs will be reimbursed for parts only, subject to the usual deductibles. Reimbursements are

typically accomplished using a Journal Voucher (for those agencies in the State's accounting system) or a Voucher Payable/Check (for those agencies outside of the State accounting system).

2. Risk Management can directly pay the vendor. In order to do this, it is necessary that we have the original invoice, written statement from the agency that the work has been completed in an acceptable fashion, copies of the three (3) estimates, and the agency has paid Risk Management the appropriate deductible amount. Risk Management must have the deductible before they can pay the vendor.
- K. Total Loss Replacements - An insured vehicle will be deemed to be a total loss when the cost to repair it (according to the low estimate) is 80% or more of the Kelly Blue Book (mid range) actual cash value (ACV). When this is done, Risk Management will pay the agency the ACV and any related expenses (e.g., towing) that the agency has paid, less any salvage recovery and deductible amounts. Agencies are responsible for securing a minimum of three (3) reasonable salvage bids. Vehicles may be salvaged via the State Purchasing Division, as well as through commercial salvage operations. For assistance with this process, contact Risk Management. Agencies are responsible to use these recovered funds for authorized expenditures only.
- In the event a vehicle is "totaled", the agency must notify Purchasing (to remove the vehicle from the State inventory) and the Attorney General's Office (to delete the vehicle from self-funded insurance coverage). Agencies may decide to keep a totaled vehicle (usually for parts). When they do this, the high salvage bid will still be deducted from the ACV amount. If a vehicle has been totaled, it may not be insured for physical damage coverage in the future.
- L. Towing - Towing charges related to an insured comprehensive or collision loss will be reimbursed, subject to the appropriate per claim deductible. Towing should be limited to getting the disabled vehicle to the repair shop or to the closest State facility where it can be stored until such time as a repair can be done or until the vehicle can be sold.
- M. Storage - Efforts should be made to minimize the cost of storage of a disabled vehicle in commercial storage areas. Reasonable storage costs (generally not to exceed 10 days) are a reimbursable expense. However, if the duration of storage is likely to be lengthy, the agency can request assistance from the Risk Management Division to move the vehicle to a State-owned property to minimize storage fees. The Risk Management Division will follow-up with agencies every 30 to 60 days to determine the status of the repairs. If excessive storage fees are being accumulated the agency head will be contacted for appropriate action.
- N. Replacement Vehicles/Loss of Use - The State's self-funded automobile comprehensive and collision program does not provide for temporary replacement vehicles (i.e. rentals) while the damaged vehicle is being repaired or replaced.

- O. Special Equipment - Equipment that is permanently attached to a vehicle is normally insured for physical damage as part of the vehicle, subject to the usual deductibles; examples of this would include such things as NHP light bars, external lights, fixed radios, etc. Other equipment that it is in the vehicle, but is not permanently affixed, is insured under the State's property insurance program (which is subject to a \$1,500 deductible). Some examples of this type of equipment includes: State provided (issued) firearms; cellular phones and portable two-way radios; laptop computers, etc. Vehicle operators should do whatever is prudent to secure the contents of their vehicle to protect them from damage or theft.
 - P. Personal Vehicles - When a personal vehicle is used on State business, and is involved in a collision, the employee will need to file a claim with their personal insurance carrier. Risk Management does not insure personal vehicles or reimburse for any collision deductibles.
 - Q. Rental Vehicles - Vehicles must be rented from companies with whom the Purchasing Division and State Motor Pool have negotiated overriding agreements. It is not necessary for the agency to purchase additional insurance when renting under those agreements as part of the negotiated contract rates, includes insurance coverage. As such, usage of the negotiated contracts is mandatory. Any agency renting outside those agreements will be responsible for their own insurance coverage and for any accident claims.
 - R. Leased Vehicles - There may be situations where it is in the best interest of the State for agencies to lease vehicles. When the lease agreement requires that the State insure these vehicles, it is the responsibility of the agency leasing a vehicle to notify the Attorney General's Office of the requirement for insurance coverage on the vehicle. As with State-owned vehicles, agencies must elect physical damage coverage (liability is mandatory) in order to be covered for these types of losses. Unless this coverage has been requested by the agency, damage to leased vehicles will not be paid by Risk Management; all physical damage costs and related expenses will be the responsibility of the agency.
9. Contractor's and Mobile Equipment Insurance - Agencies may insure their contractor's or mobile equipment (e.g., backhoes, graders, forklifts, dump trucks, and other large construction-type equipment). Only equipment that is scheduled on the commercial property insurance policy is covered for loss against physical damage or theft. Agencies should contact Risk Management if this coverage is desired.
10. Excess Commercial General Liability Insurance - Agencies are sometimes required (often as a requirement of property or equipment lease agreements) to obtain commercial general liability insurance coverage. This coverage typically provides limits that are higher than those afforded under the self-funded liability program and permit the lessor to be named as additional insured (which cannot be done under the self-funded program). The excess commercial general liability insurance is handled via the Risk Management Division. Agencies should contact Risk Management if this coverage is required.

11. Certificates of Insurance - In many business transactions (special events, equipment financing, property leasing, etc.), the State is required to provide proof of liability or property insurance. Contact Risk Management with the following information:
- A. For liability insurance, the name and complete address of the party requiring the certificate, the purpose for the document, dates for which coverage is required, additional insured requirements, if any;
 - B. For property insurance, the name and complete address of the party requiring the certificate, a description of the property to be insured, the complete physical address of where the property is located, the total dollar value of the property, loss payee requirements, if any. Risk Management will promptly arrange to have the evidence of insurance provided the requiring party.

1414 Insurance and Accident Reporting

- **Accident**

Refers to any collision involving a State vehicle with a pedestrian(s), other vehicle(s) and/or other fixed or stationary object(s), whether or not any physical damage or bodily injury occurs.

- **Incident**

Refers to non-accident personal injury or physical damage; i.e., vandalism, window or body damage from flying objects, lost or stolen vehicle parts or accessories, vehicle body damage from tire snow chains, etc.

All accidents or incidents involving a State vehicle must be reported within 48 hours to the Motor Pool Division and to the Torts Claims Manager of the Office of the Attorney General in Carson City. An accident report packet is located in the glove box. Agencies utilizing Motor Pool Division vehicles will be billed back the insurance deductible for accidents when their employees are found to be at fault for initiating the accident.

If you are involved in an accident, follow these procedures:

1. Stop at once.
2. Render aid to the injured.
3. Notify police, give exact location and advise if there are injuries.
4. Obtain name, address and vehicle license number of other party(s), and obtain names and addresses of all witnesses.
5. Complete police and State accident reports. **Do not sign or make a statement as to responsibility.**
6. As soon as possible notify your supervisor and request he notify Motor Pool (775-684-1880) within 24 hours. (In the event of weekends or holidays, notify on the next working day.)

7. In the event there is bodily injury or substantial property damage the supervisor shall phone the Tort Claims Manager of the Office of the Attorney General as soon as possible and follow up with a written report.
8. Within 24 hours of an accident submit one copy of [State of Nevada Vehicle Accident Report \(Form No. RSK-001\)](#) to Motor Pool and send or fax one copy to the Torts Claims Manager of the Office of the Attorney General, and one copy to Risk Management. Accident reports must include supervisor's signature. ~~(SAM-0512)~~ *The RSK-001 form must be retained by the employee's agency.*

Note: Nevada State law requires that the **driver** submit a report on [Form Number SR-1](#) to the Department of Motor Vehicles and Public Safety within 10 days in the event that property damage exceeds \$350 to any one person or for any personal injury or death.

1626 Contracts for IT Services

Prior to submitting a contract for IT services to the Board of Examiners for approval, agencies must submit the contract to EITS for review and approval. Agencies are encouraged to schedule that review prior to obtaining signatures on the contract documents, thus avoiding delays resulting from modifications to the documents. Contracts related to IT projects must adhere to section 1618 regarding TIRs and TWEs. *Signatures are obtained electronically by utilizing the Nevada Executive Budget System, Contract Entry and Tracking System (CETS) Module.*

2517 Bill Draft Requests

By law the Legislative Counsel is required to advise and assist state agencies and departments in the preparation of measures to be submitted to the Legislature. The Legislative Counsel is prohibited from preparing proposed legislation for any agency of the Executive Branch of the State Government for introduction at any regular session of the Legislature, unless the request is approved by the Governor or a designated member of his staff and transmitted to the Legislative Counsel on or before September 1 preceding the convening of the session (a request submitted on September 2 is late and must be approved by the Legislative Commission before it can be drafted).

To provide a systematic review and correlation of requests within the framework of the strategic planning and budget process, all requests must be submitted through the Department of Administration. To allow adequate time for action, the Governor has directed that all requests be submitted to the Department of Administration by May 1 of every even-numbered year. Requests should be separated between Housekeeping, i.e., clarification or minor changes to existing statutes, or Substantive, i.e., all other requests, to help expedite the review process and facilitate the bill drafting. If you are not sure if your request is Housekeeping or Substantive, include it with your Substantive requests.

After November 1 of every even numbered year, the Legislative Counsel is required to give full priority to the preparation of legislation requested by members of the Legislature. To avoid

losing priority, agencies must submit their requests in a timely manner. The Legislative Counsel will begin drafting proposed bills immediately in the order in which the requests are received.

The Legislature has adopted strict limitations on the number of bills that can be requested during the interim. One of the limitations is upon the total number of requests that can be submitted on behalf of executive branch agencies. Such agencies must not submit more than 125 requests, excluding those bills submitted by constitutional officers and the Nevada System of Higher Education. Adherence to these limitations and the time lines for submission of proposals should result in virtually all executive branch requests being completed by the first day of session.

Written Requests

Requests for bill drafting should be made in writing. The Governor, or his designee, the Budget Director, will transmit a memorandum jointly with Legislative Counsel describing the Bill Draft Request process, and will include applicable instructions and the appropriate form. Copies of the joint memorandum are transmitted to the various division heads of each large department in addition to the executive director or head of that department. This device has been used in the past in an attempt to accelerate action by the executive agencies in requesting bills. The Governor directs that each request from a division or other agency within a department be submitted to the director of that department for approval and signature *by using the State Executive Budget System, Bill Draft Request Module* ~~before submission to submit~~ to the Department of Administration. Agencies can reproduce the forms in as many copies as necessary. Agencies must prepare an individual ~~form~~ *Bill Draft Request* for each bill requested. Please note that each bill must be limited to one subject, but may contain proposed revisions regarding more than one NRS section that relates to the single subject of the proposed bill.

Introduction of Legislation

All agency requests that are completed by the first day of session will be randomly divided between the Majority Leader of the Senate and the Speaker of the Assembly and delivered on that day. Measures that have not been completed by the first day of session will be randomly divided between those officers as soon as they are completed. The Majority Leader and the Speaker have 15 days in which to have the measure introduced. All agency requests must be introduced by a standing committee. If you receive a draft of a bill and wish to make changes, notify the Budget Division immediately (if the change is approved, the Budget Division will notify the Legislative Counsel as soon as possible); if you do not, the bill may be introduced before you can make the changes.

Acquisition or Disposition of State Land

All legislative measures involving the acquisition or disposition of state land and containing a legal description thereof must be accompanied by the certificate per [NRS 218.255](#).

2616 Supporting Documentation for Expenditures

1. The General Ledger Accounts to be used are defined on the Controller's Office website as referred to in **Chapter 2800 of SAM**.
2. Agencies (*or the agency providing fiscal services for the agency*) shall maintain original documentation justifying expenditures; e.g., purchase order, original invoices, receiving documents and other original evidence of the State's obligation to pay. If an original invoice is not available, the documentation submitted should indicate it is to be used as an original invoice. ~~When the only available documentation is the printout of a web page, an e-mail notification, or a facsimile, there should be documentation to indicate that it is to be used as an original invoice.~~ An invoice must support payment of previous balances. Agencies shall make this documentation available as requested by Post Review employees.
3. Each transaction must have support that is signed or initialed by the agency's approving authority. ~~Facsimile signatures or initials are not acceptable.~~ *Facsimile signatures or initials, or scanned signatures or initials are acceptable in lieu of original signatures for all documents identified in subparagraph 2 above.*
4. Where State employees are reimbursed for expenditures made on behalf of the State, those employees should not approve their own vouchers unless they are the head of the agency.